

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

14 October 2016

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-145**

**POSITION:** Surface Maintenance Mechanic Inspector Supervisor (D1292000) (WS-5801-11)  
EXCEPTED POSITION

**LOCATION:** CSMS, Camp Keyes, Augusta, Maine

**SALARY RANGE:** \$56,620 to \$66,054 per annum

**CLOSING DATE:** 10 November 2016

**AREA OF CONSIDERATION:**

**AREA I:** All qualified permanent and indefinite MEARNG Warrant Officer (**CW2 & Above**)Technicians and personnel with reemployment rights.

**AREA II:** All qualified MEARNG Warrant Officer (**CW2 & Above**) members

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education or training which demonstrates the candidate's ability to provide technical guidance on work operations, plan work schedules, direct work, and maintain reports and records.

**SPECIALIZED EXPERIENCE:** Must have thirty six (36) months experience which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

**WS-11**

1. Ability to plan and organize the work of the assigned repair organization, to ensure equipment readiness.

2. Ability to meet deadlines.
3. Knowledge of surface maintenance equipment repair functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.
6. Ability to devise new methods.

**SPECIAL REQUIREMENT: MUST HAVE A VALID STATE DRIVER'S LICENSE.** This will be verified by Interviewing Official.

**COMPATIBILITY CRITERIA: WO BR: 25, 91, 94, WO MOS: 882A,  
Enlisted CMF: 25, 88, 91, 92, 94**

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):** Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNNG Incentive Manager at 626-4278 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS  
MAJ, EN  
Human Resources Specialist

a. INTRODUCTION:

This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. Responsible for supervising workers directly or through subordinate leaders and/or supervisors in accomplishing work of the function. Plans work operations of great scope, complexity, and administrative authority. Determines the sequence, priority, and time for performance of operations within the limits of broad work schedules and time limits. The occupation and non-supervisory grade level which best reflects the nature of the overall work operations supervised is Surface Maintenance Mechanic Inspector, WG-5801-11.

b. DUTIES:

(1) Planning: Plans the use of subordinate workers, equipment, facilities, and materials on a week-to-week or month-to-month basis. Establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by the supervisor. Coordinates work with supporting or related work functions controlled by other supervisors. Determines the number and types of workers needed to accomplish specific projects. Redirects individual workers and resources to accomplish unanticipated work. Informs the supervisor of the need to revise work schedules and re-estimate labor and other resources. Participates with the supervisor in the initial planning of current and future work schedules, budget requests, staffing needs, estimates, and recommendations as to scheduling projected work. Assists the Facility Supervisor with quarterly funding distribution and decisions, based on operational needs for units supported by customer activities.

(2) Work Direction: Assigns tasks to be performed based on readiness and explains work requirements, methods, and procedures. Investigates work related problems such as excessive costs or low productivity and determines causes. Implements corrective actions within their authority to resolve work problems. Recommends solutions to staffing problems, engineering requirements, and work operations directed by other supervisors. Assures, tools, special tools, test measurement and diagnostic equipment, personal protective equipment, repair parts, petroleum, oils and lubricants, and other materiel are available when needed.

(3) Administration: Plans and establishes overall leave schedules. Determines training needs of subordinates and arranges for accomplishment. Sets performance standards, and makes formal appraisals of subordinate work performance. Initiates recommendations for promotion or reassignment of subordinates. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized.

(4) Performs the non-supervisory work of the function, as needed, such as performing maintenance and or inspection tasks on equipment, equipment operations, or other non-supervisory functions as needed.

(5) Ensures employee compliance with standing operating procedures established for the activity. Ensures use of quality conformant products through compliance with established materials shelf life programs. Ensures all aspects of Force Protection to include physical security, facility and vehicle key control, property accountability, access control and employee protection in accordance with established policies and regulations. Ensures established procedures to account for all real property, installation property, MTO&E (Modified Tables of Organization and Equipment) property, TDA (Tables of Distribution and Allowances) property, and installed equipment located at or assigned to the facility in accordance with state and federal regulations and policies. Ensures subordinates are trained, qualified,

and equipped with proper personnel protective equipment, environmental mediation equipment, and materials. Ensures that employees wear appropriate safety equipment and follow pertinent safety precautions.

(6) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies. May serve as a member of the Command Maintenance Evaluation (COMET).

(7) Performs other duties as assigned.